

Microsoft Word: Creating a document using shapes and lines**Part 1: Inserting the shapes, adding text and lines**

1. Open a new document in MS Word
2. Change the orientation of the document to **Landscape** (Hint :Page Layout in menu bar)
3. **Save your file (use Save As!)** to your P Drive. Be sure to name it appropriately!
4. Create a rectangle, centered near the top of the document and enter the text **P Drive** into it.
5. Under your P Drive Rectangle, add two more shapes with text for **A Day and B Day**.
6. **Draw lines** from the P Drive rectangle, to the A Day and B Day shapes.
7. Under your A Day shape, add 4 shapes with text for your **4 A day classes**
8. **Draw lines** from the A Day shape to your 4 shapes with the A day classes
9. Under your B Day shape, add 4 shapes with text for your **4 B day classes**
10. **Draw lines** from the B Day shape to your 4 shapes with the B day classes
11. **Save your file (use Save)**
12. Check your work for accuracy!

Part 2: Make it pretty!

1. Format your shapes and lines to make your document more attractive!
2. Save your work!
3. Email your file to your teacher (Be sure to use the subject line!)

